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MEMORANDUM FOR: Director of Joint Computer Support  
Director of Planning, Programming, and  
Budgeting

SUBJECT : Support Planning for ADP Installations

REFERENCE : Multiple Adse Memo dtd 20 Jul 73 fm D/L, PE  
Subject: Study on Utilities Support of  
Environmentally Sensitive Equipment in  
the Headquarters Building

Dear Jack and Chuck:

We recently had a situation develop in which all three of us have an interest and which is worthy of some further thought and dialogue. The case to which I refer involves the installation of [ ] Mass Memory Data Storage System.

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I have been advised that representatives of OJCS coordinated with Real Estate and Construction Division (RECD), OL, personnel in the technical requirements of the [ ] installation concurrently with the finalization of the commitment for equipment procurement. The timing of the coordination does represent a significant improvement over previous installations but still precludes RECD personnel from participating in the basic decision of equipment acquisition. It is felt essential that RECD personnel participate in equipment selection due to the marginal capacity and flexibility of the support system serving the GC-03 Headquarters area. In fact, RECD engineers feel the diameter of the 8-inch vacuum line required by the [ ] system, in reference to the limited under-floor space, may possibly preclude the installation of the tape decks in the GC-03 area. The limitations and difficulties in providing an adequate environment to the GS-03 area were the subject of our recommendation to consolidate environmentally sensitive equipment on the first-floor area. This recommendation was contained in the referenced memorandum.

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SUBJECT: Support Planning for ADP Installations

The Central Reference Service (CRS) expansion, completed in 1971, demonstrated the need for advanced coordination with OL personnel. As you may recall, CRS made rather comprehensive plans to install a computerized data-handling system and reached the point where all the equipment had been ordered and scheduled for delivery within a few months with no one, in what was then the Support Directorate, aware of the fact that there were Security, Communications, and Logistics interests. We in Logistics got involved by way of an expenditure of \$186,000 for the necessary modifications to the SD-76 area and the expedited and prioritized implementation of an ongoing project which included the provision of additional heating, ventilating, and air-conditioning systems which support, in part, the CRS area. When this happened, we went forward with a recommendation that a "Support Annex" be required by the Executive Director-Comptroller for all approval requests for ADP installations. It was further proposed that the annex be composed of "Sub-Annexa" compiled by each affected component of the Support Directorate and formalized at the Directorate level to provide a concise statement of the total impact. This proposal was sent to the Information Processing Board (presumably now defunct with little or no hope of resurrection) but was never acted upon because the members of the board felt the annex was not necessary inasmuch as the opportunities to discuss impacts on other Directorates and/or Offices would, presumably, be taken care of at the several meetings the board held. Now another case has slipped through the cracks. Let's discuss.

[Redacted Signature Box]

*for* Francis J. Van Damm  
Director of Logistics

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